

UTILITY SHOPS SPECIALIST (CORRECTIONAL FACILITY)

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: March 7, 2006

Collective Bargaining Identification: R12, Rank and file position

Job Analysis Conducted By: Michael Sotelo, Selection Analyst
Office of Selection Services

Number of Incumbents: There are 4 incumbents in this classification per Department of Corrections Filled/Vacant Position Report dated March 2007.

Names of the Subject Matter Expert(s) and their background:

Bill Russell, Utility Shops Specialist, California Medical Facility

Bill Russell has worked for the California Department of Corrections and Rehabilitation (CDCR) for over 18 years. Mr. Russell is currently working at California Medical Facility and has 3 years experience as a Utility Shops Specialist.

UTILITY SHOPS SPECIALIST (CORRECTIONAL FACILITY) INFORMATION GATHERING

The initial list of tasks and knowledges, skills & abilities statements were identified after conducting a literature review which consisted of:

- California State Personnel Board Specification

Other sources were viewed for information (e.g. O*Net OnLine (Occupational Information Network); however, the information was not relevant to the job analysis and therefore not included.